

Office of the Governor
INTERN APPLICATION

Instructions:

1. All applicants must submit a completed application packet by April 16, 2007 for the Summer 2007 term. Please include:
 - Intern Program Application
 - Current Resume
 - Personal Statement
 - Three Letters of Recommendation
2. Please complete the intern application form using word-processing software.
3. The application packet may be submitted by U.S. postal mail or fax.
 - Applications may be faxed to: (501) 682-1382
 - Applications may be mailed to:
Gubernatorial Intern Program
ATTN: Carletta Freeman
Office of Governor Mike Beebe
Arkansas State Capitol, Suite 250
Little Rock, Arkansas 72201
4. Incomplete applications will not be considered. Please review your items thoroughly prior to the submission.

AVAILABILITY:

Summer 2007 - June 4 to August 3, 2007

Are you available to work at least 20 in-office hours a week?

Please indicate your time availability:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Are you available to work full-time?

PERSONAL DATA:

Full Name:

Date of Birth:

Are You a U.S. Citizen? (Yes / No):

Resident of Arkansas? (Yes/No):

E-mail Address:

Phone Number(s) Where You Can Easily Be Reached:

College Residence Address:

Permanent Address:

County:

EDUCATION INFORMATION:

Current College or University (Name, City, State):

Expected Graduation Date:

Major Field of Study:

Minor Field of Study (if applicable):

If you would like to receive academic credit for your internship, please send the appropriate materials from your college or university with your resume and statement.

BACKGROUND INFORMATION:

Have you served as a gubernatorial intern before?

List ALL prior intern positions held, if applicable.

How did you hear about the Arkansas Gubernatorial Internship Program?

Are you registered to vote? (Yes/No)

If you are registered to vote, specify locale:

City:

County:

State:

All applicants must be registered to vote in order to be considered for the Arkansas Gubernatorial Internship Program. If you are not currently a registered voter in the State of Arkansas, visit the Arkansas Secretary of State's Web site at http://www.sos.arkansas.gov/elections_register_vote.html, where you may download and complete voter-registration materials.

Please note that your voter registration will be verified upon receipt of your internship application. Non-registered applicants will not be considered.

ESSAY AND NARRATIVE RESPONSES:

Why would you be a good representative of the Arkansas Governor's Office?

What would you contribute to the Intern Program?

Which of the Governor's policies is most important to you? Why?

What do you consider your most significant accomplishment? Why?

Please attach a separate 250-300-word statement explaining why you would like to be an intern.

AREAS OF INTEREST:

Please list, in order of preference, the four offices in the administration that most interest you. Every effort is made to accommodate preferences; however, you may be considered by any department in the Governor's Office. (You may choose your preferences from any of the following departments: Boards and Commissions, Communications, Constituent Services, Clemency and Corrections, Legal, Policy, Agency and Legislative Affairs, Scheduling.)

1:

2:

3:

4:

CERTIFICATION:

My statements on this form and any attachments are true, complete, and correct to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application and/or immediate dismissal from the program.

CERTIFICATION THAT MY ANSWERS ARE TRUE (Yes/No):

Signature _____ Date _____

REFERENCES (Please include name, mailing address, phone number, fax, and e-mail address)

1.

2.

3.